



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES PACIFIC FLEET
P.O. BOX 357051
SAN DIEGO, CALIFORNIA 92135-7051

COMNAVAIRPACINST 1650.2F
N422M

10 NOV 1997

COMNAVAIRPAC INSTRUCTION 1650.2F

Subj: CASH AWARDS FOR MILITARY AND CIVILIAN PERSONNEL FOR SUGGESTIONS,
INVENTIONS OR SCIENTIFIC ACHIEVEMENTS

Ref: (a) OPNAVINST 1650.8C
(b) OCPMINST 12451.1
(c) CINCPACFLTINST 1650.6D
(d) COMNAVAIRPACINST 5215.6D
(e) COMNAVAIRSYSCOMINST 4423.11
(f) COMNAVAIRPACINST 4200.3A

Encl: (1) Instructions for OPNAV 5305/1
(2) Points of Contact

1. Purpose. To set forth supplemental procedures for the administration and operation of the cash awards programs for personnel within Naval Air Force, U.S. Pacific Fleet and to amplify the provisions of references (a) through (c). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 1650.2E

3. Policy. The cash awards program, also known as the Military Cash Awards Program (MILCAP) or Beneficial Suggestion (Bennie Sugg) Program, established by references (a) and (b) and amplified by reference (c) encourages thoughtful development of useful ideas and shall be fully supported at all levels of command within PACFLT. Advice and assistance of local civilian awards program administrators should be solicited by operational units based ashore, when available.

a. Any suggestion to modify aircraft, aircraft components or aviation support equipment will be initiated by the suggester/suggester's activity as a Rapid Action Minor Engineering Change (RAMEC) per reference (d). A cash award may be paid if the RAMEC is approved by Commander Naval Air Systems Command.

b. Any suggestion to change a Source, Maintenance or Recoverability (S,M&R) code shall be processed per reference (e). S,M&R code changes are considered to be within the scope of normal duties for all aviation supply and maintenance/engineering personnel, and they are therefore ineligible for award consideration unless there is some collateral achievement or innovation, such as development of a special tool or procedure.

c. Suggestions that challenge spare parts pricing, or foster competition of suppliers shall be processed per reference (f).

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d. Suggestions for uniform changes shall be submitted to the Navy Uniform Matters Office at the Bureau of Naval Personnel (PERS 333) via the administrative chain of command, and are not eligible for cash awards.

4. Program administration

a. Suggestions shall be processed promptly. Individuals who have submitted suggestions will be kept informed if extensive research is necessary to properly evaluate their suggestion.

b. Cash awards will be made at the lowest echelon of command possible. The command making the cash award must have the authority to implement the suggestion before payment can be made. For suggestions requiring higher authority review for adoption, the command must wait for that higher authority's authorization prior to making any payment, including initial awards.

c. Enclosures (1) and (2) are provided to assist commands in the administration and tracking of beneficial suggestions.

5. Awarding authority

a. The following commands within NAVAIRPAC are authorized to award up to \$5,000.00 for each adopted suggestion. Payments shall not be made until a suggestion is adopted and will cite the applicable funds below:

<u>COMMAND</u>	<u>FUNDS</u>
Squadron	OFC-01/7F
Type Wing	OFC-02
Aircraft Carrier	OFC-20
Naval Air Station	BOS
COMNAVAIRPAC (Staff only)	Staff Funds

b. Cash awards are limited to military personnel and government employees. Contractor employees are not eligible for cash awards, but other honorary awards may be granted, when appropriate.

c. Awards exceeding \$5,000.00 shall be forwarded to COMNAVAIRPAC (N422M) via the chain of command for approval.

d. Augmentation requests for cash awards may be submitted to COMNAVAIRPAC (N01F). Approval, however, is contingent upon funding availability.

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e. Effective immediately NAF/NAS' will submit beneficial suggestions to COMNAVBASE for evaluation, administrative processing, and awarding authority.

6. Action

a. Commanding Officers will assign a MILCAP administrator to manage their command MILCAP.

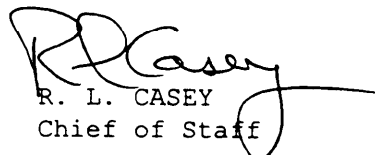
b. Administrators shall ensure that suggestions are on the Department of the Navy Suggestion Form OPNAV 5305/1 per the instructions provided in enclosure (1). The prescribed form provides for a waiver of further claims against the government and must be signed prior to payment of a cash award. Additionally, the suggester's command must complete a Contribution Investigation Report Form NAVSO 5305/5 in its entirety. The NAVSO 5305/5 will be forwarded along with the OPNAV 5305/1 to the approving authority.

c. Administrators shall make every effort to publicize the cash awards program. All media will be utilized to this end. Posters, payroll inserts, "before" and "after" pictures of improvements, honor roll displays, exhibits and award presentation ceremonies with photographic coverage are some of the more prominent aids available.

d. Suggestions adopted at the local level shall be paid per reference (a), before being forwarded. Awards should not be deferred pending approval by higher authority, unless the originating command does not have the authority to adopt the suggestion.

e. Suggestions with more than local application will be evaluated and forwarded per references (a) and (c), and this instruction. Those suggestions that leave the command shall contain supplemental material to aid in the evaluation process such as photographs, drawings, schematics, lists of materials or anything else that may be readily transmitted. Supplemental information should be added to help identify the item, its next higher assembly or end item use, or aircraft, ship or electronic/avionic application.

7. Reports. An annual report, the Incentive Awards Program Annual Report, DD 1609 is required per reference (a). Report symbol DD-M(A) 1345 (1650) is assigned and approved through 1998. All AIRPAC activities shall submit a report directly to COMNAVAIRPAC (N422M) and info their administrative chain of command. Intermediate command levels shall submit reports for their staff only. NAF/NAS' will submit their annual reports to COMNAVBASE for consolidation and forwarding to CINCPACFLT. Reports shall reach COMNAVAIRPAC five days following the end of the fiscal year. COMNAVAIRPAC will forward a consolidated report to CINCPACFLT ten days following the end of the fiscal year. Negative reports are required. All reports will be made on DD 1609.


R. L. CASEY
Chief of Staff

COMNAVAIRPACINST 1650.2F

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Distribution:

SNDL Parts 1 and 2 (PACFLT only unless otherwise indicated)

29B2	Aircraft Carrier
42A2	Fleet Air Command
42B2	Functional Wing Commander
42D2	Fleet Aviation Specialized Operational Training Group
42E2	Type Wing Commander
42K2	Attack Squadron
42L2	Fighter Squadron
42N2	Sea Control Squadron
42P2	Patrol Wing and Squadron
42Q2	Fleet Logistics Support Squadron
42S2	Air Test and Evaluation Squadron and Antarctic Development Squadron
42T2	Tactical Air Control Squadron
42U2	Helicopter Combat Support Squadron
42X2	Fleet Air Reconnaissance Squadron
42Z2	Tactical Electronic Warfare Squadron
42BB2	Helicopter Anti-Submarine Squadron
42CC2	Helicopter Anti-Submarine Squadron, Light
42DD2	Carrier Airborne Early Warning Squadron
42FF	Strike Fighter Weapons School
42HH2	Helicopter Combat Support Special Squadron
FB6	Air Facility
FB7	Air Station
FB8	Fighter Weapons School
FB34	Fleet Activities

Copy to:

21A2	CINCPACFLT
FB28	COMNAVBASE
42J2	Carrier Air Wing
42RR	Air Reserve Force
A3	CNO
FP1	Doctrine Command
FKA1A	Air Systems Command
FKR1B	Aviation Depot
FKR7B	Aviation Engineering Service Unit

Stocked

COMNAVAIRPAC (N004)

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INSTRUCTIONS FOR OPNAV 5305/1

1. The MILCAP administrator shall ensure that all blocks are filled out with the information requested as to the identity, grade, command and position of the suggester(s) and that the form is signed by all of the suggesters if there are more than one.
2. The MILCAP administrator of the originating command shall enter the date that the suggestion is submitted and assign a local suggestion number in the heavily bordered block located to the right of the claim waiver and signature blocks. The instructions "DO NOT WRITE IN THIS SPACE" are for the suggesters only and do not apply to the MILCAP administrator. This block must be filled out prior to forwarding the suggestion.
3. The title of the suggestion should be as short as possible and still describe the idea. The rest of the form is self-explanatory.
4. The command MILCAP administrator will sign and return the acknowledgement form (page 4) to the suggester(s), along with page 5 (carbon), retain page 3 (carbon) for the command files and forward page 2 (original) to the evaluator. Page 1 (cover) may be discarded.

10 NOV 1997POINTS OF CONTACT

1. The following points of contact are provided for award reviewing authorities for awards greater than \$5,000.00. These points of contact are not necessarily the adoption/approval authority for a suggestion.

- a. COMNAVAIRPAC (N422M), approvals over \$5,000.00

Commercial (619) 545-1466

DSN 735-1466

Fax DSN 735-1483

- b. SECNAV (DoN Awards Review Panel, Office of Civilian Personnel Management, Code OEX), approvals of \$7,500.00 or greater.

Commercial (703) 696-5165

2. The following points of contact are provided for MILCAP policy.

- a. COMNAVAIRPAC Same as above

- b. CNO (PERS 203E)

Commercial (703) 614-5392

3. Non-fleet activities that review/adopt/implement NAVAIRPAC generated suggestions usually administer these suggestions through their Human Resource Office. These activities are too numerous to list here.

Enclosure (2)